

ADMINISTRATIVE TECHNICIAN

DEFINITION

To provide responsible technical assistance by coordinating, monitoring and reporting on various departmental activities of a routine and recurring nature; to perform administrative and technical work of assigned program area; and to review routine administrative requests related to area of assignment.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management, professional or supervisory personnel.

May exercise technical and functional supervision over assigned clerical staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Develop, coordinate, and implement program activities of a technical area of assignment related to department activities; prepare technical documents related to program activities.

Respond to requests for documentation related to assigned area of responsibility; explain and interpret assignment area policies and procedures to internal or external customers.

Perform technical duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials; prepare reports to document results of duties performed.

Assist professional staff in performing and conducting studies, special projects, administrative and technical functions; perform data collection and analysis; prepare draft reports and technical documents.

Establish and maintain systems related to assigned technical areas of responsibility; monitor area activities and report progress as required.

Ensure area of responsibilities are in compliance with related laws, codes, ordinances, and legislation; advise staff of any irregularities in compliance.

Review and verify documents related to department activities including budgets, grants, claims, public information, legislation, classification, recruitment and selection, employee benefits, personnel actions, and/or other related information.

Establish and maintain filing and reporting systems as necessary; provide relevant information to relevant parties prepare and type correspondence and compile and type reports.

Compile and develop information for special studies and reports from a variety of resources; assist with various special projects, including coordination, research and development of systems.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Principles and practices of administrative and/or technical area to which assigned including, but not limited to, claims, legislation, public information, budget, grants, and personnel.

Research methods and techniques.

Computer software, including word processing, database, spreadsheet and accounting applications.

English usage, spelling, punctuation and grammar; and arithmetic, basic mathematical calculations and statistics and statistical methods.

Modern office procedures, methods and computer equipment.

##### Ability to:

On a continuous basis, know and understand all aspects of the job; intermittently review work papers, reports and special projects; identify and interpret technical and numerical information; explain systems and procedures to staff and others.

Perform independent research in carrying out technical administrative and technical duties.

Collect, compile, analyze and present a variety of data in a meaningful way.

CITY OF CHULA VISTA  
Administrative Technician

Develop and implement various data collection and reporting systems.

Review budget submissions and revisions for mathematical and accounting accuracy.

Understand and interpret complex policies, procedures and regulations.

Obtain information through interview; handle multiple project assignments; and deal firmly and courteously with the public.

Analyze situations quickly and objectively to determine proper course of action.

Use a personal computer and office equipment necessary for successful job performance.

Type at a speed necessary for successful job performance.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of responsible administrative clerical or technical experience preferably in the subject area to which assigned.

Training:

Equivalent to completion of 60 units of college level course work including completion of the general education requirements leading to an Associate of Arts degree.

License or Certificate

May need to possess a valid driver's license as required by the position.

PHYSICAL DEMANDS

On an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while retrieving and/or returning files; perform simple grasping and fine manipulation; use telephone and use a keyboard to communicate through written means, review information and enter/retrieve data; see and read characters on computer screen; and lift light weight.